

Lead Worker
City of La Crescent

TITLE OF CLASS: Lead Worker

DESCRIPTION OF WORK

General Statement of Duties: Perform limited supervisory work coordinating and directing the operation of the Pine Creek Golf Course; and performs related duties as required.

Supervision Received: Works under the administrative and technical direction of the Clubhouse Manager.

Supervision Exercised: Exercises general supervision over all clubhouse personnel in the absence of the Clubhouse Manager and Assistant Manager of the clubhouse.

ESSENTIAL DUTIES PERFORMED

Duties may vary somewhat from position to position within a class.

- * Participates in coordinating the operation of the clubhouse at Pine Creek Golf Course to ensure a coordinated and efficient effort to meet the goals and objectives of the City of La Crescent.
- * Assists with coordinating all clubhouse activities, including golf, banquets, tournaments and special events.
- * Operates all necessary equipment.
- * Ensure standardized portions and assist in controlling of food, beverage and labor costs.
- * Operates facility within the requirements of Houston County Health Department and Minnesota Department of Health.
- * Assist with daily accounting practices.
- * Abides by all approved policies and procedures.
- * Assigns and directs work of clubhouse personnel, in the absence of Clubhouse Manager and Assistant Clubhouse Manager.
- * Responsible for routine cleaning of the clubhouse facility.
- * Operates cash register, takes orders, cooks, and serves beverages.
- * Advises Clubhouse Manager when food and beverages for the kitchen and supplies for the clubhouse are needed.
- * Takes tee times and books group outing reservations.

- * Perform all other necessary duties as apparent or assigned.

KNOWLEDGE, SKILLS AND ABILITIES

- * Thorough knowledge in all aspects of food and beverage management, including but not limited to food and beverage operations, health code requirements and golf course operations.
- * Ability to communicate effectively with a diverse clientele.
- * Ability to manage time and set priorities.
- * Ability to establish and maintain effective working relationships with City employees and the public.
- * Ability to lift, carry and move heavy objects weighing up to 40 pounds.
- * Ability to work overtime and flexible hours, including weekends and holidays.
- * Ability to stand for prolonged periods of time.
- * Ability to bend and reach while standing.
- * Ability to work in a commercial kitchen around hot appliances that radiate heat.
- * Ability to work with conventional cleaning items and materials.

MINIMUM QUALIFICATIONS

- * One year of progressively responsible experience in the operation of a restaurant.
- * Certified food and beverage handler and previous experience as it relates to food and beverage operations.
- * Graduation from high school or GED equivalent.